



# **MINUTES**

## **OF THE ARKANSAS BOARD OF PAROLE MEETING**

### **OCTOBER 29, 2009**

#### **MEMBERS PRESENT:**

Leroy Brownlee, Chairman  
Abraham Carpenter, Jr., Vice-Chairman  
Richard L. Mays, Jr., Secretary/Commissioner  
John Felts, Commissioner  
Carolyn Robinson, Commissioner  
John Belken, Commissioner  
Joseph Peacock, Commissioner

#### **HEARING EXAMINERS:**

Ernest Sanders, Jr., Attorney  
James L. Williams, II, Attorney

#### **ABSENT/EXCUSED WITH VALID REASON(S):**

Carol V. Bohannon, Attorney

**MINUTES PREPARED BY:** Sharon Lewis, Executive Assistant to the Chairman

OTHERS PRESENT:

Wendy Kelly, Deputy Director, Arkansas Department of Correction (ADC)  
Sheri Flynn, Administrator, Sex Offender Assessment, ADC  
Jeff Tillman, Assistant Director, Department of Community Correction  
Shirley Ellingburg, Area Manager, Institutional Release Services, DCC  
Meredith Rebsamen, Assistant Attorney General, Attorney General's (AG's) Office  
Tamara Salaam, Administrative Assistant, ABP  
Solomon Graves, Computer Support Specialist/ACA /Coordinator, ABP  
Lois Hansberry, Administrative Support Supervisor, Revocation - ABP

**Called to Order**

*Brownlee* called the meeting to order and declared a quorum at 9:30 a.m.

**Approval of October 15, 2009 Minutes**

*Carpenter* moved,

*Felts* seconded. Motion carried.

**Population Reports**

The population reports were reviewed from: ADC, DCC and ABP. Ms. Ellingburg will be presenting a report which reflects the actual percentage rate of hearings conducted by the Board on a monthly basis.

**Attorney General's Office**

Ms. Rebsamen stated there as no additional information on the two pending lawsuits.

**Hearing Examiners' Reports**

The Hearing Examiners presented their reports. Mr. Williams presented Mrs. Bohannon's report on her behalf.

**OLD BUSINESS**

**ABP Updates:** Mr. Graves reported on the upcoming events for the agency. They are:

- New microphones including a lapel mic kit and a PA system were installed in the Board room.
- New podium was ordered and should be delivered Monday, November 2<sup>nd</sup>.
- October 9<sup>th</sup>, Graves and Sanders, met with John Hern and Dan Roberts of DCC to discuss eOMIS modifications that will help aid the Revocation section. DCC is currently working with Marquis to make the modifications. Some of the modifications include: Scheduling revocation hearings in eOMIS, receiving exportable dockets, generate and complete hearing dispositions, generating an alert in eOMIS for a cleared warrant so that warrant will not be served.
- Verizon Wireless is updating the voicemail for former Alltel customers. Individuals with state-owned cell phones were distributed a copy of voicemail instructions. The update will take effect October 31<sup>st</sup>.
- Graves will meet with staff members with assigned ACA standards on November 12<sup>th</sup>. Following this meeting, staff will be able to begin submitting documentation to meet their standards.
- **Parole Office Visits:** Board will be visiting Texarkana P/P – October 30<sup>th</sup> at 11:00 a.m. West Memphis P/P – November 13<sup>th</sup> at 11:00 a.m.
- Inmate Panels – These panels will resume in February 2010.
- **Training:** Each month staff will receive a report of their training hours on/or around Full Board.
- Beginning in November, Graves will be sending out instructions on how supervisors & staff can access their training information. They are also requested to continue looking for opportunities for training.

**NEW BUSINESS**

Hearing Process Committee: Minutes from the October 19<sup>th</sup> meeting were distributed. The committee will be developing a standard process for conducting video hearings. It will also: 1) Propose necessary changes to the Board Manual, 2) Develop a brochure for the public that will describe the parole and revocation process.

Wendy Kelly, Deputy Director, Health Correctional Programs and Sheri Flynn, Administrator, Sex Offender Assessment of ADC, made a presentation on the Sex Offender Assessment Program. The presentation

covered the various levels of sex offenders and process procedures. The Board was extended an invitation to get a first hand look of the sex offender assessment process. An eight hour training session will be scheduled in the near future.

Following the presentation, a Q & A Session was held.

### **APAI**

Copies of correspondence received from the Association of Paroling Authorities International (APAI) President Charles Traughber were distributed. President Traughber was thanking Chairman Brownlee other members for attending the recent Parole Chairs Annual Training Conference in Dallas, TX, September 29 thru October 2.

**Parole/Probation Agents:** This is a new program instituted by DCC where an individual is hired as a PPO with an opportunity to advance to become a certified Parole Agent. Mr. Jeff Tillman discussed what the process entailed (panel & motivational interviews, testing CPR, defensive tactics, etc). Currently 213 officers are eligible, 120 have taken the written test (with 96% passing it) 15 have been promoted to Special Agent, 34 do not want to do it for various reasons.

**Hearing Schedule – November:** The schedule was revised and distributed. The board was requested to notify Tamara Salaam, if any changes were needed.

The Board was reminded to pay close attention to the hearing schedules due to the forthcoming holidays and schedule changes.

To ensure adequate office coverage during the holidays, Board and staff were requested to submit their holiday leave as soon as possible.

Ms. Kelly will check on a request from *Felts* on whether an inmate needs a copy of his birth certificate, driving license, and social security card prior to him/her being release.

### **FILES FOR DISCUSSION - REVIEW**

An overview of the victim input hearings listing was conducted.

The *Chairman* requested the Board to review, sign and return the equipment access form to him ASAP.

The Chairman announced that *Belken* was resigning to become the new Deputy Warden at the North Central Unit, effective Monday, November 2<sup>nd</sup>. *Belken* gave farewell remarks.

### **RATIFICATION OF VOTES**

*Mays* moved.

*Belken* seconded the motion to ratify the units. Motion carried.

This meeting adjourned at 10:00 a.m.

**SIGNATURE ON FILE**

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**LEROY BROWNLEE  
CHAIRMAN**

**SIGNATURE ON FILE**

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**RICHARD L. MAYS, JR.  
SECRETARY**

**ARKANSAS BOARD OF PAROLE  
FULL BOARD RATIFICATION VOTES BY UNITS**

**OCTOBER 2009**

<b><u>UNITS:</u></b>	<b><u>RATIFIED (X)</u></b>
BENTON	<input checked="" type="checkbox"/>
CAC	<input checked="" type="checkbox"/>
CUMMINS	<input checked="" type="checkbox"/>
DIAGNOSTIC	<input checked="" type="checkbox"/>
EAST	<input checked="" type="checkbox"/>
MISSISSIPPI CO.	<input checked="" type="checkbox"/>
NEAC	<input checked="" type="checkbox"/>
OUACHITA REGIONAL	<input checked="" type="checkbox"/>
PINE BLUFF	<input checked="" type="checkbox"/>
RANDALL L. WILLIAMS CORR.	<input checked="" type="checkbox"/>
SEAR	<input checked="" type="checkbox"/>
SWAR	<input checked="" type="checkbox"/>
TRCC	<input checked="" type="checkbox"/>
VARNER	<input checked="" type="checkbox"/>
WRIGHTSVILLE	<input checked="" type="checkbox"/>
OTHER: RESCINDS & TRANSFER SCREENINGS, ACT 290'S SPECIAL CONSIDERATIONS, 700'S, RECONSIDERATION, REVOCATION APPEALS, CLEMENCIES, PARDONS, ETC.	<input checked="" type="checkbox"/>

MOTION BY: RICHARD MAYS, JR.      SECONDED BY: JOHN BELKEN

RATIFICATION DATE: OCTOBER 29, 2009